

## SPO ALERT

**Date:** 9/28/2021

**To:** State Agencies and Cooperative Members

**From:** State Procurement Office

**Re:** Standard Forms and Documents

The following forms were published on the SPO Intranet site within the [Resources > Standard Forms and Documents](#) section with the following updates:

SPO Form	Update(s)
SPO Form 101 - Competition Impracticable (CI) Authorization	<ul style="list-style-type: none"><li>• Updated overall layout and standard work, including more space for text</li><li>• Replaced "Procurement Officer" with "Contract Owner"</li><li>• Added notation that approved forms shall be forwarded to the Contract Owner and uploaded to the eProcurement system</li></ul>
SPO Form 102 - Emergency Procurement Authorization	
SPO Form 103 - Sole Source (SS) Procurement Authorization	
SPO Form 104 - Off-Contract Authorization	
SPO Form 105 - Brand Name Authorization	

If you have any questions, please contact: [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).